



# Announcing Jobs for Students and Recent Graduates through USA Staffing

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## PART 1: GENERAL INFORMATION

The [Executive Order 13562](#), “Recruiting and Hiring Students and Recent Graduates,” dated December 27, 2010 establishes the Pathways Programs. These excepted-service programs include the Internship Program, Recent Graduates Program, and Presidential Management Fellows Program. The Pathways Programs replace the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP) with the Internship Program and create a program for recent graduates, the Recent Graduates Program. Specific information regarding the Pathways Programs can be found on the U.S. Office of Personnel Management’s (OPM) website: <http://www.opm.gov/hiringreform/pathways/>. This guide outlines steps for posting a student or recent graduate announcement on USAJOBS through USA Staffing.

## PART 2: CREATING THE VACANCY

The process of creating a vacancy for a student or recent graduate is similar to other positions. You must input the appropriate information in the Position Information page, including the **Vacancy Type**, **Pay Plan**, **Salary** basis, **Minimum Salary**, and **Maximum Salary**. Complete the remaining Vacancy section pages as appropriate. **Note:** Entering keywords like “Internship” or “Recent Graduate” on the **Position Title** field helps applicants find the announcement on USAJOBS.

The screenshot displays the USA Staffing web application interface. At the top, there is a navigation bar with links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this, a search bar is visible with a 'GO' button and an 'ADVANCED' link. The main content area is titled 'Position Information' and includes a 'Current Vacancy' dropdown menu set to 'Vacancy 109492'. To the right of the title are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The left sidebar contains a menu with options: 'Vacancy', 'Position Information', 'Assessment Information', 'Supporting Documents', 'Request Management', 'Case File Documents', and 'Categories'. The main form area contains the following fields:

<b>Vacancy ID</b> 109492	<b>Position Title</b> IT Specialist Student Trainee (Internship)	
<input checked="" type="checkbox"/> Competitive	<input type="checkbox"/> Merit Promotion	<input type="checkbox"/> Internal Merit Promotion
<b>Employer Type</b> Federal	<b>Vacancy Type</b> Case Exam	<b>Pay Plan</b> GS
<b>Salary</b> Annually	<b>Minimum Salary</b> 17,803.00	<b>Maximum Salary</b> 31,871.00

## PART 3: CREATING AN ASSESSMENT

The process of creating an assessment is similar for all positions. USA Staffing requires that an assessment be entered before an announcement can be released to USAJOBS. The assessment establishes the series, specialty, and grade(s) of the position. You should determine which assessment type best addresses your evaluation needs.

USA Staffing®

STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy  
Vacancy 109492

**Specialty/Grade**

New Save Copy Delete Cancel

Vacancy

Assessments

+ Assessment Information

Specialty/Grade

Questionnaire Builder

Rating Criteria

Announcement

Applicants

Referral

0 Case File Docs

Previous Next

Series	Specialty Code	Specialty	Grade
2299 - Information Technology Student Trainee	001	IT Specialist - Student Trainee	03
			04

The following are some assessment types you can use for these positions:

- **Manual Assessment.** This assessment type can be used to simply establish the position series, specialty, and grade(s). With this assessment type, you have the option of manually reviewing applicant records and entering applicant ratings (eligible/ineligible) into the system. This will help you automate the referral process.
- **Assessment Questionnaire.** This assessment type can assist you in verifying that applicants meet the minimum qualification requirements for the grade(s) announced or other evaluation criteria. This will help you automate the applicant review and referral process.

The USA Staffing [online help](#) content includes comprehensive instructions for creating different assessment types.

**Note:** OPM offers unproctored, interactive online assessments for use in hiring for some of the most popular occupations Government-wide including new assessment batteries for Pathways Internship and Recent Graduate Positions. These new USA Hire online assessments use innovative and cutting edge technologies to assess the competencies critical to be successful in Pathways positions and designed to be user-friendly and attractive for both applicants and HR Specialists. For more information on how USA Hire can benefit your agency's hiring programs, contact [Lauren.Albright@opm.gov](mailto:Lauren.Albright@opm.gov).

## PART 4: CREATING THE ANNOUNCEMENT

Pathways Programs positions must meet the public notice requirement by posting on USAJOBS. Once the public notice requisite is met, you may choose to collect applications via USA Staffing or outside of the system through a different approach. In either scenario, the announcement section is where you may find differences between announcing a student or recent graduate position versus other positions. This section focuses on:

- Selecting the appropriate area of consideration and appointment type to ensure the announcements are indexed correctly in the USAJOBS search results.
- Providing specific instructions for submitting an application.

### Creating the Announcement and Collecting Applications through USA Staffing

If you are using USA Staffing to meet the public notice requirement and collect applications through USA Staffing:

1. Enter the **Announcement Number**.
2. Select Student Program Eligibles from the **Who May Apply** drop-down list. This ensures your student/recent graduate position displays in student job searches on USAJOBS.

The screenshot shows the 'USA Staffing' interface for creating an announcement. The top navigation bar includes 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. The main header shows 'Current Vacancy' with a dropdown for 'Vacancy 109492' and a 'GO' button. The 'Announcement' section is active, displaying various fields and options. The 'Who May Apply' dropdown is set to 'Student Program Eligibles', and the 'Appointment Type' dropdown is set to 'Internships'. The 'Accept USAJOBS Resumes and Portfolio Documents' and 'Accept Online Applications' checkboxes are both checked. The 'Agency URL' field is empty. The 'URL Description' and 'TDD Phone' fields are also empty. At the bottom, there are three buttons: 'Customer', 'Internal Contact', and 'External Contact'.

3. Select Internships, Recent Graduates, or Other Student from the **Appointment Type** drop-down list. This ensures announcements display correctly in USAJOBS search results. The Other Student option is indexed as under “Internships” on USAJOBS.
4. Leave the **Accept USAJOBS Resumes and Portfolio Documents** box checked to allow applicants to select a USAJOBS resume and portfolio document(s) before continuing to Application Manager to complete and submit their application.
5. Leave the **Accept Online Applications** box checked to ensure applicants can apply online. This checkbox activates the **Apply Online** button on the USAJOBS announcement, which routes applicants through USAJOBS and then to Application Manager to complete their application.
6. Complete the remaining announcement pages as appropriate. Make sure you provide clear application instructions and specify any required documents.
7. On the Preview page, review your announcement and check the **Complete** box.
8. Check the **Release to USAJOBS** box to post the announcement.

## Creating a USAJOBS Advertisement (USA Staffing Announcement) and Collecting Applications Outside of USA Staffing

If you are only using USA Staffing to meet the public notice requirement by posting an ad on USAJOBS:

1. Uncheck the **Accept USAJOBS resumes** box as applicants will not be applying through USAJOBS.
2. Uncheck the **Accept Online Applications** box. This will suppress the **Apply Online** button on the USAJOBS announcement.

☐ Accept USAJOBS resumes
☐ Accept Online Applications

3. Provide alternate application instructions in the **How to Apply** section of the announcement. Make sure you specify the desired application submission method (for example, email address or fax number) and any required documents.

The screenshot shows the USA Staffing web application interface. At the top, there's a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar and a 'GO' button. The main content area is titled 'Current Vacancy' and shows 'Vacancy 109492'. To the right of this are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The left sidebar contains a menu with options like 'Vacancy', 'Assessments', 'Announcement', 'Assignments', 'Specialty/Grade', 'Locations', 'Templates', 'Overview', 'Duties', 'Qualifications/Evaluation', 'How to Apply' (which is highlighted), 'Benefits/Other', 'Questionnaire', and 'Preview'. The main content area is titled 'How to Apply' and contains a 'USAJobs Section' with a table listing 'How to Apply', 'Required Documents', and 'What to Expect Next'. Below this is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, font color, background color, text color, font size, and text alignment. At the bottom of the editor are tabs for 'Design' and 'HTML'.

4. On the Preview page, review your announcement and check the **Complete** box.
5. Check the **Release to USAJOBS** box to post the announcement.

**Note:** When developing an Ad, remember USAJOBS has designated certain fields as required to release and post an announcement. It is recommended you enter "Not applicable" in announcement sections you do not want to use in the Ad. For information about fields required in USAJOBS, see [Appendix A](#).



## USAJOBS Search Results

Once you complete and release the announcement to USAJOBS, the search results are indexed as an “Internships” or “Recent Graduates” announcement under the **Work Type** item.

The screenshot shows the USAJOBS search results page. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The USAJOBS logo is prominently displayed. Below the logo, there's a "Refine Your Search" section with a search bar containing "student" and a "Where:" field. A "Radius: 20 miles" dropdown is also visible. To the left, a "Refine Your Results" sidebar shows filters for "Jobs for U.S. Citizens" and "Jobs for Federal Employees". Under "You Added ...", "student" is listed. The "Work Type" filter is expanded, showing "Internships(18)", "Recent Graduates(1)", "Seasonal(13)", "Summer(26)", and "Temporary(219)". The "Recent Graduates(1)" option is highlighted with a red box. The main search results area shows "Search Results 1 Page: -25 of 1511" and "Page 1 of 61". The first result is for a "Student Trainee" position at the "Natural Resources Conservation Service" in "Salt Lake City, Utah". The job description mentions the "Student Career Experience Program (SCEP)". To the right, there's a "Spotlight" section titled "Hiring Reform" with a sub-header "The Presidential Memorandum launches the Obama Administration's flagship personnel policy reform initiative." and a "read more..." link.

## PART 5: REVIEWING, REFERRING, AND NOTIFYING APPLICANTS

If you collect applications through USA Staffing, the applicant review, notification, and referral process is similar to other positions.

**Note:** The USA Staffing [online help](#) content includes comprehensive instructions for reviewing applicant records, generating applicant notification emails, and issuing certificate of eligibles.

## APPENDIX A: REQUIRED FIELDS IN USAJOBS

This table lists the fields required for posting student and recent graduate announcements or ads so they are indexed correctly on USAJOBS searches.

Name	Description	Requirement
<i>Job Announcement Type</i>	Designates type of JOA.	Case File, Continuous/Ongoing, or Standing Register
<i>Job Announcement Number</i>	Identification number assigned to the job announcement by the TAS	
<i>Job Title</i>	Name of the position being posted to USAJOBS.	
<i>Location</i>	Using the code for the location most closely associated with the position(s)	Location
<i>Hiring Organization</i>	Agency and sub-agency derived from a code	Agency/Sub-element
<i>Occupation Code</i>	The occupational series	Occupational Series
<i>Pay Plan</i>	Federal pay plan	Pay Plan
<i>Appointment Duration</i>	Each option provides its own canned statement that appears in the announcement.	Summer, PMF, Recent Grads, Internships
<i>Opening Date</i>	The date the announcement will appear on USAJOBS.	
<i>Closing Date</i>	The date the announcement will be removed from USAJOBS.	
<i>Job Status</i>	Each option provides its own canned statement that appears in the announcement.	Full-time, Part-time, Shift work, Intermittent, Job Sharing, Multiple Schedule
<i>Salary Min</i>	Minimum salary	
<i>Salary Max</i>	Maximum salary	
<i>Salary Basis</i>	Only Annual, Hourly, Intermittent	Annual, Hourly
<i>Total Number of Openings</i>	Actual number of openings associated with the position being posted to USAJOBS.	Numeric value, few or many
<i>Pay Grade Low</i>	Lowest pay grade of the position(s)	
<i>Who May Apply</i>	Each option provides its own canned statement that appears in the announcement.	Student Program Eligibles, All Groups of Qualified Individuals
<i>Job Summary</i>	Overall description of the job being posted to USAJOBS.	
<i>Major Duties</i>	Expected activities associated with the position being posted to USAJOBS.	
<i>Requirements</i>	Describes Job Requirements that are expected.	
<i>How You Will Be Evaluated (Evaluations)</i>	Describes the Candidate Evaluation Criteria for the JOA.	
<i>Qualifications</i>	Description of the items used to qualify and evaluate applicants applying to the position being published to USAJOBS.	
<i>How to Apply</i>	Text explaining steps prospective applicants can take to apply for the position.	



<i>Required Documents</i>	Explanation of the documents the agency requires of applicants when applying to this position.	
<i>What To Expect Next</i>	Explanation of the activities that take place after the closing date of the announcement. Should include when applicants can expect to hear the outcome.	
<i>Benefits</i>	Description of employee benefits provided with the position.	